

DOC/NOAA PROCESS FOR FACA CHARTER RENEWAL
June 19, 2002

An MPA Federal Advisory Committee charter was drafted and filed, as required for operation of the MPA Advisory Committee and according to Federal Advisory Committee Act (FACA) rules. The charter has a two-year expiration date that expires on December 18, 2002. The MPA Advisory Committee is expected to provide advice and take action beyond December 18, 2002.

NOAA is required to draft another charter or renew the current charter for the MPA Advisory Committee to be in compliance of FACA rules. Drafting of a new charter or renewing an old charter require following similar procedural actions. The renewal process commences approximately 6 months prior to expiration of the charter (mid June 2002) with guidance for charter renewal provided by NOAA's Committee Liason Officer (CLO), Jim Arnold.

1. Draft charter in consultation with NOAA's CLO, General Counsel (DOC, DOI, NOS, NMFS) and staff from NOAA and DOI.
2. Coordinate informal clearance and reach agreement on the draft charter with AA from NOAA/NOS (this is where the MPA Center is housed), NOAA/NMFS and leadership at Interior
3. Provide the agreeable version of a draft charter and a justification for renewal to the CLO (Jim Arnold) for review and informal clearance
4. Clear the draft with AAs for NOS and NMFS (elevate to Undersecretary if consensus cannot be reached)
5. Prepare a transmittal memo from the Undersecretary to the Assistant Secretary for Administration and C.F.O. requesting renewal of the charter. The request should include the proposed charter and a justification for renewal summarizing what has been accomplished in the past two years. The CLO will assist us with drafting of the transmittal memo and with the buckslip for Exec Sec. (Usually, the memos include those from the Office Manager to the AA, and from the AA to the Usec.)
6. * The renewal package (proposed charter for approval, the justification for renewal, memo requesting renewal) to the Assistant Sec. for Administration, Otto Wolff (the Asst Sec for Admin and Chief Financial Officer must be received 6 - 8 weeks prior to the expiration date of the charter - approx. Oct 18.) The Committee Management Officer (CMO), Helen Halloway, and OGC DOC will perform formal review of the charter's justification for renewal. They also will need an e-version of the charter to be used to consult with GSA and obtain verbal clearance. Once done, documents are forwarded to ASA/CFO for approval signature/approval.

[see above bullet: *Provide an electronic copy of the charter to DOC's use in obtaining coordination/approval from GSA prior to signature by the CFO - & * Clear the charter for approval by the Assistant Sec. for Administration, Otto Wolff (the Asst Sec for Admin *and Chief Financial Officer* must receive the charter for approval 6 - 8 weeks prior to the expiration date of the charter - approx. Oct 18.)]